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**From:** Kasman, Mark [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=419892C6FDC74087B775ABB683821344-MKASMAN]  
**Sent:** 3/21/2018 6:55:05 PM  
**To:** Revilla, Belen [Revilla.Belen@epa.gov]  
**Subject:** FW: Preparing for Meeting with Sarah  
**Attachments:** Council Session asset and decisions list 13 March.docx; Council Session run of show 13 March NH.docx; Council Session Outreach-press opportunities.docx

Belen,

Please print copies of these documents for me.

Thanks, Mark

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**From:** Troche, Luis  
**Sent:** Wednesday, March 21, 2018 2:21 PM  
**To:** Kasman, Mark <Kasman.Mark@epa.gov>  
**Cc:** Hong, Nadtya <Hong.Nadtya@epa.gov>; Almodovar, Lisa <Almodovar.Lisa@epa.gov>; Dieu, Martin <Dieu.Martin@epa.gov>  
**Subject:** Preparing for Meeting with Sarah

Mark-

Sarah stopped by my office yesterday. We chatted about our upcoming briefing. Here are three documents I mentioned to her that I was preparing for Jane and our brief with Sarah/AO.

1. Annotated program/run of show
2. Asset/decision/logistics list per event
3. Opportunities for social media, outreach, press, engagement with public

The documents may seem a little duplicative but they are designed so Sarah can have all, Milan can run with the assets/decisions and OPA can take the press op doc.

For our brief, Nadtya and I also plan to have the menus/draft costs for the items that AO will pay and we need decisions on:

1. private booth menu
2. governors mansion menu

I'd like us to go over these items tomorrow or Friday with you to make sure we are preparing these correctly and deliver them to Jane Friday COB.

*Luis Troche*

Senior Advisor for North American Affairs

CEC General Standing Committee

Office of Regional and Bilateral Affairs

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